



DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY GARRISON  
U.S. ARMY SIGNAL CENTER AND FORT GORDON  
FORT GORDON, GEORGIA 30905-5000

REPLY TO  
ATTENTION OF:


IMSE-GOR-HRM-C

OCT 13 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Electronic Military Personnel Office (eMILPO) MEMORANDUM  
Number 12 – Workflow Notices

1. This memorandum supersedes eMILPO Memorandum Number 12, subject as above, dated 11 Apr 08.
2. References:
  - a. eMILPO Functional Guidance, 14 Sept 06.
  - b. Soldier Record Data Center – functional proponent Army Human Resources Command.
3. The purpose of this memorandum is to establish the time standard for completion of processing Workflow Notices.
4. eMILPO produces task notifications via workflow processing. The functional category of Workflow provides authorized users with automatic notification of task actions, which are actions that a user needs to perform for Soldiers within their unit(s). Users are allowed to delete a task, forward a task, open/view a task, or return a task.
5. If there are pending tasks displayed in the Workflow Inbox, users must take initial action within three days to begin the process of completing the task notification. Final action must be completed no later than 10 days after start of the initial action and task notification should be deleted immediately upon completion of the task.
6. This memorandum will be maintained on file by each Fort Gordon unit/activity.

  
JOHN MCINTYRE  
Director of Human Resources/  
Adjutant General

DISTRIBUTION:  
Project Manager, AKIMA  
(CONT)

IMSE-GOR-HRM-C

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Number 12 – Workflow Notices

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